



Communications and Information

THE AIR FORCE EMISSION SECURITY PROGRAM

AFI 33-203, 1 January 1997, is supplemented as follows:

NOTES: This publication applies to the Air National Guard (ANG) gained units when published in the ANGIND 2, *Numerical Index of Air National Guard and Applicable Publications*.

2.4. Contact the Information Protection Branch (HQ AETC/SCTS) before opening a reportable security incident. Send a copy of each inquiry or investigation report to HQ AETC/SCTS, 61 Main Circle, Suite 2, Randolph AFB TX 78150-4545.

3. In order to simplify procedures at AETC information protection (IP) offices, the following classified processing categories are established:

3.1. Category I. A user location processing Secret and under classified information.

3.2. Category II. A user location processing Secret and under classified information with NONSTOP and (or) HIJACK applications.

3.3. Category III. A user location processing Top Secret and under classified information. This category also includes facilities processing special category (SPECAT) information.

9.1. Annual inspections will include a review of NONSTOP and HIJACK countermeasures at all applicable Category III locations. These inspections will be conducted by the designated wing emission security (EMSEC) manager. Annual inspections of Category II locations will be at the discretion of the wing EMSEC manager.

11.6.1. Personnel assigned to HQ AETC/SCTS will be designated as action officers for the AETC EMSEC program.

11.6.5. The Flying Training Construction Branch (HQ

AETC/CECF) and Training Wings Construction Branch (HQ AETC/CEFT) will provide project design review submissions to HQ AETC/SCTS for coordination when a facility will be processing classified information.

11.6.6. HQ AETC/SCTS personnel will review EMSEC inspection records at the wing IP office during the biennial Information Protection Assessment and Assistance Program (IPAP) visit to each AETC base.

11.7.1. HQ AETC/SCTS is the executive agency for EMSEC matters affecting AETC bases and AETC units on non-AETC bases.

11.7.6. HQ AETC/SCTS will validate all requests for formal EMSEC training on personnel assigned to AETC.

11.7.10. (Added)(AETC) Attends required formal EMSEC training classes and workshops, periodical conferences, seminars, and symposiums to maintain currency in EMSEC policies.

11.8. Wing commanders will ensure an AETC EMSEC program is established as follows:

11.8.1. The program will apply to all DoD agencies and on-base visitor group contractors on an AETC base and off-base units and activities supported by a base under a host-tenant support agreement.

11.8.2. HQ AETC directorates and offices of special staff as well as direct reporting units (DRU) located on Randolph AFB will participate in the host-base EMSEC program.

11.8.3. Non-AETC units on an AETC base may elect not to participate in the AETC program. This delineation will be in a host-tenant support agreement, command supplement to AFI 33-203, or other applicable instruction.

11.8.4. AETC units on non-AETC bases will participate in the host-base EMSEC program.

11.9.1. Each wing IP office will ensure at least one assigned individual maintains currency in EMSEC policy and procedures. Names of wing EMSEC managers will be provided to the MAJCOM IP office. Notification will include name, grade, AFSC, office symbol, and duty phone number. Wing EMSEC managers will be designated by the communications squadron commander.

11.9.4. Annual EMSEC inspections are not required for Category I and II facilities. The wing EMSEC manager will annually task Category I and II users to revalidate their continuing requirement for processing classified information. Users must include a statement that all specified countermeasures are still being enforced. Attach annual revalidation documentation to the applicable AFCOMSEC Form 7001, **Emission Security Protection Assessment**.

11.9.7. EMSEC awareness items will be disseminated at least quarterly through the security awareness, training, and education (SATE) program.

11.9.12. Each wing IP office will review wing-level requirement documents (for example, AF Form 3215, **C4 Systems Requirements Document**) for EMSEC implications.

11.9.15. (Added)(AETC) Documents annual inspection visits, if applicable, to all units. Documentation will include, but not be limited to, inspection results of applicable classified processing facilities, action to be taken by users to correct discrepancies (if any), personnel visited during the inspection, and overall synopsis of the unit's EMSEC posture.

11.9.16. (Added)(AETC) Prepares and submits an annual survey to all base units without a current requirement to process classified information.

11.9.17. (Added)(AETC) Develops a database to include classified processing users, locations, and types of equipment.

11.9.18. (Added)(AETC) Maintains an administrative file on classified processing users.

11.9.19. (Added)(AETC) Develops and maintains a continuity folder to include applicable information relative to EMSEC duties and responsibilities.

11.9.20. (Added)(AETC) Provides formal approval-to-operate documentation to classified processing users after completing an inspection of all automated information systems (AIS).

11.9.21. (Added)(AETC) Trains newly appointed unit EMSEC monitors within 30 days of receiving an appointment memorandum. Documents this training.

11.13.8. (Added)(AETC) Establish an EMSEC monitor within each unit processing classified information. Provide the person's name, grade, unit, office symbol, duty phone, and security clearance eligibility to the wing IP office. The unit EMSEC monitor:

11.13.8.1. Is the focal point within the unit for all EMSEC matters.

11.13.8.2. Provides the wing EMSEC manager with a list of installed equipment (by building, room number, manufacturer, model, and serial number) that processes classified information.

11.13.8.3. Notifies the wing EMSEC manager of any change or reconfiguration to the current classified equipment or facility that would invalidate the initial emission security assessment.

11.13.8.4. Maintains a continuity folder of items required for the performance of unit EMSEC monitor duties.

11.13.8.5. To meet EMSEC requirements, ensures ground resistivity checks are conducted and documented on grounding systems installed.

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